



2007–08 California Physical Fitness Test (PFT)

Guidance for New PFT Coordinators

**Prepared by the
California Department of Education**

October 2007

Available on the CDE Web site at <http://www.cde.ca.gov/ta/tg/pf/>



Purpose

As a new California Physical Fitness Test (PFT) coordinator, you play an important role in the success of the PFT by coordinating the testing activities in your school district. These activities include administering the PFT as well as collecting, reporting, and interpreting the PFT results. This *Guidance for New PFT Coordinators* is designed to assist you with the most essential information you will need to understand the activities associated with the PFT. Further information about the PFT can be obtained by accessing the Web sites and contacts provided throughout this document.

Background Information

The California Department of Education (CDE) maintains a Physical Fitness Test (PFT) Web site (<http://www.cde.ca.gov/ta/tg/pf/>) containing links to the following information:

- Program Overview (*Overview Packet for School Districts and Schools*)
- Assessment Notes (providing bi-monthly PFT updates)
- Regulations
- PFT Test Results (DataQuest)
- *FITNESSGRAM*® Healthy Fitness Zones (minimum fitness standards)
- Human Kinetics (ordering *FITNESSGRAM*® resources)
- The Cooper Institute (detailing information regarding the *FITNESSGRAM*®)

The program overview packet provides a comprehensive description of the PFT. It is recommended this packet be downloaded and read as soon as possible.

Test Administration Costs

Currently, the administration of the PFT is not directly funded through state apportionments. All costs associated with the test administration, including materials, scoring, analyzing, and reporting are the responsibility of the school district. These costs may be recoverable as “state-mandated costs.”

Current State PFT Contractor

The current state PFT contractor is Educational Data Systems, Inc. (EDS). EDS' primary function is to collect the annual PFT data from the school districts and to report these results to CDE. These results are subsequently posted to DataQuest.

Materials

For an overview of the PFT and to decide what materials need to be ordered from Human Kinetics, review the “Physical Fitness Test Reference Guide” found in the *Overview Packet for School Districts and Schools* found on the PFT Web site at <http://www.cde.ca.gov/ta/tg/pf/>.



At a minimum, the school district should purchase one copy of the *FITNESSGRAM*® Manual for each school that administers the PFT. To order materials, go to the Human Kinetics' Web site at <http://www.fitnessgram.net/home/> or contact John Klein from Human Kinetics at 1-800-747-4457, extension 2361. The *FITNESSGRAM*® Manual contains an instructional DVD and a CD-ROM for the 15-meter and 20-meter PACER (Progressive Aerobic Cardiovascular Endurance Run), as well as cadences for the curl-up and push-up tests. Cadences help students with pacing their movements for the curl-up and push-up tests.

If the school administered the PFT last year, you may not need to order any testing materials. You may want to check first with your physical education teachers regarding existing and needed testing materials.

Outside Vendors

The CDE, the state PFT contractor, and outside vendors do not provide test administration materials for the PFT to the school districts or schools. Pre-ID and scannable data collection forms are not required for the administration of the PFT, but these services may be purchased from outside vendors. E-mail the state PFT coordinator at PFT@cde.ca.gov for more information regarding these vendors.

PFT Coordinator

All local educational agencies need to designate a PFT coordinator. If there has been a change in the coordinator or if a coordinator was never designated, then the school district or charter school responsible for administering the PFT independently from the school district needs to complete the coordinator contact survey found at <http://www.eddataonline.com/fitness/2007/>. If you are unsure if this form needs to be completed, send an e-mail to the state PFT coordinator at PFT@cde.ca.gov.

The PFT coordinator's responsibilities include, but are not limited to, the following activities:

- Responding to correspondence and inquiries from the state PFT contractor in a timely manner and as provided in the contractor's instructions.
- Determining school district and individual school test and test material needs.
- Overseeing the collection and return of all test data to the state PFT contractor.
- Ensuring that all test data are received from school test sites within the school district in sufficient time to satisfy the reporting requirements.
- Ensuring that all test data are sent to the state PFT contractor by June 30 of each year.



Collecting and Reporting Results

It is the responsibility of the school district to determine how student PFT data will be collected, recorded, and reported to the state PFT coordinator. You may want to check first with your physical education teachers and school district administration staff to determine how the school district collected, recorded, and reported the PFT results during the previous school year. The school district must compile data in an electronic format required by the state PFT contractor. Data may be submitted via one of the following three methods:

- Online data entry (Enter each student's data via interactive Web form.)
- Data file upload (Upload data files in ASCII text, MS Excel, or MS Access formats.)
- Mail a CD-ROM or diskette (Mail a data file as text, MS Excel, MS Access, or from the *FITNESSGRAM*® software.)

In addition, some school districts prefer to contract with an outside vendor for Pre-ID and scannable data collection services. E-mail the state PFT coordinator at PFT@cde.ca.gov for a list of outside vendors.

For more information refer to the state PFT contractor's Web site at <http://www.eddataonline.com/fitness/2007/> and the *Physical Fitness Test Preparation Manual for Testing and Reporting* found at <http://www.cde.ca.gov/ta/tg/pf/>.

If a school district plans to report school and student data using a CD-ROM or diskette, then the school district must use the record layouts found in the *Physical Fitness Test Preparation Manual for Testing and Reporting* on the PFT Web site at <http://www.cde.ca.gov/ta/tg/pf/>.

Data to be collected and reported by school districts must include a record for each school and for every student in grades five, seven, and nine, whether or not the student was fully tested, partially tested, or not tested at all. For sample school and student data collection forms, see the *Physical Fitness Test Preparation Manual for Testing and Reporting* on the PFT Web site at <http://www.cde.ca.gov/ta/tg/pf/>.

Annual PFT results are usually posted in late November on the CDE Web site at <http://data1cde.ca.gov/dataquest/>.

Schools are required by law to include the PFT results in the School Accountability Report Card (SARC). Further, the most recent PFT data are to be reported, including the percentage of students scoring in the Healthy Fitness Zone (HFZ) for all of the six fitness areas tested.

PFT Questions

If you have any further questions about the information in this guide or about the activities associated with the PFT, please contact the state PFT coordinator at PFT@cde.ca.gov or (916) 319-0341.